

RECORDS SECTION

Statement of Functions and Activities:

File

This Section consists of two broad operational segments: (a) An all inclusive case file system containing the pertinent material concerning cases handled by the Personnel Security Division; and (b) The Reference Index file which contains information concerning [REDACTED] from a security standpoint. The Reference Index phase of the operation requires analysis of information available and determination as to the necessity for additional information, so as to maintain the file in a current status and with sufficiently complete information adequately to serve the requirements of the Personnel Security Division. All cases processing through the Division are routed through the Records Section, so as to determine pertinent information contained both in the case file and the Reference Index systems.

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Statement of Objectives and/or Accomplishments:

The Section maintains a control system in connection with the entire operations of the Personnel Security Division. This control system is the basis for periodic operational reports required of the Division and is appraised at all times as to the status of each case in process in the Personnel Security Division. The cost of the maintenance of complete records which would disclose the volume of work accomplished by this Section, it is felt, would be greater than the benefit derived therefrom. The volume of work performed by the Section can be determined in sufficient detail by examining the production figures of the Personnel Security Division, Appraisal Section, and Contacts Section. The organization is so constituted that the Records Section is the final repository for all reports and memoranda of record emanating from those organizational units, as well as all other pertinent information which is finally made a part of the security files of prospective employees or former employees of the Central Intelligence Agency. This Section also files all material resulting from those operational phases of the Personnel Security Division which relate to cases opened as a result of requests from the Contact Branch, Office of Operations. The Reference Index portion of the Records Section consists of approximately 57,000 entries.

The objectives of the Section are such as to maintain current records for the level of production of the Personnel Security Division during the budget year. The functions presently performed will be increased by the anticipated added volume of the Division resulting in the increase, in particular, of activities related to cases initiated by the Contact Branch, Office of Operations. It is the objective of the Reference Index phase of this Section to increase the flow of material catalogued for use by the Division. The acceleration of this activity will be based upon efforts to: (a) increase the amount of information concerning entries already made; and (b) to make available such source material as to result in numerous new entries in the files. The necessity for the existence of this Section is obvious because of the

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Records Section (continued)

necessity for a complete filing program in connection with an operation of the Personnel Security Division type. The responsibilities of the Division in connection with determining the loyalty of individuals requires complete reference files concerning individuals and organizations whose loyalty to the United States is in question. Complete information concerning "fronts" for such organizations is also necessary.

Personnel Requirements:

The position of the Chief, Records Section, is necessary for the required coordination and efficient operation of this section. Under the direction of the Chief, the position of Chief, Files Unit, is necessary to maintain close supervision of the filing operation, in order to insure strict compliance with filing policies and procedures by the filing clerks. A minimum of two Reference Index Analysts is required to maintain a current and complete Reference Index file, which is a part of the Records Section. This file contains information concerning [REDACTED] from a security standpoint. The evaluation, summarization, and carding of such information is steadily increasing due to the availability of new sources of material. It is felt that Analysts of the CAF-7 level are necessary, because of the importance of the Reference Index functions to the over-all operation of the Personnel Security Division, and the fact that malfunction of the files may affect the security of the Agency, and, in turn, the national security. Two control clerks are required to maintain an effective and accurate control system. One Control Clerk, in addition to normal filing operations, maintains charge-out and cross-reference indices which would permit the prompt location of files. The other Control Clerk maintains records containing the various phases of completion of individual cases. The records of the Control Clerks form the basis of operational and administrative reports prepared by the Personnel Security Division. Based upon past experience, and taking into consideration the anticipated increase in operational volume of the Personnel Security Division, six File Clerks (CAF-3), are needed to maintain the file operation on a current basis. This represents an increase of two over the present complement, and is the only additional personnel necessary in this Section during the budget year. During the past fiscal year, the workload has increased to such a level as to require considerable overtime work on the part of the four File Clerks now on duty. Unless the necessary additions are made in this Section to effect a balance of the various operations of the Personnel Security Division, the time required to process security clearances will be increased and the operating efficiency of the Division as a whole will be impaired. It has been determined that a backlog in the filing operation is immediately apparent in the operation of the Division, in that the expeditious processing of cases is dependent upon a rapid flow of open case files between Sections and individuals of the Division. A filing backlog decreases the rapidity of the flow of files in that the entire backlog must be completely searched a number of times during the operations of a single day.

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